



SUPERIOR COURT OF CALIFORNIA COUNTY OF MONTEREY

Announces an Employment Opportunity for

COURT MANAGER - FINANCE

\$4,586-\$5,665 Monthly

(2.5% Increase Effective October 1, 2005)

Plus Generous Benefit Package

FINAL FILING DATE: Friday, September 30, 2005

Exam No. 05/12E01

THE POSITION

The Superior Court of the State of California, County of Monterey is a State trial court that hears civil, criminal, family, juvenile, probate, mental health, small claims, and traffic matters and serves all of Monterey County. The Court has divisions in Salinas, Monterey, Marina and King City. This position reports to the Chief Fiscal Officer and develops and manages court budgets, tracks expenditures, manages procurement activities, directs complex accounting, financial reporting and internal and external auditing activities.

SIGNIFICANT DUTIES

The following are examples of the significant duties performed by this position; this is not an exhaustive list of the duties to be performed:

1. Plans, organizes, coordinates, and manages, directly and/or through subordinate supervisors, the budget, accounting, auditing and collections programs of the Court;
2. Reviews, evaluates and interprets new legal requirements, laws and legislation affecting budgeting and accounting responsibilities for Court programs. Monitors and evaluates the effect of legal and procedural changes related to budget, accounting, fiscal reporting and related functions;
3. Develops, implements and interprets budgeting and accounting policies and procedures, systems and standards, ensures that financial policies and procedures are in accordance with applicable laws, requirements and professional accounting and reporting practices;
4. Prepares, manages and participates in the preparation of the Court's annual budget, including: estimating expenditures, projecting revenue, consolidating sub-budgets, consultation and information reports to management ensuring appropriate format and content, prepares monthly cash flow analyses and final official budget preparation.

MINIMUM QUALIFICATIONS

Knowledge of:

- Organization and functions of court/local government with emphasis on the budgeting and accounting aspects;
- Project management, including project planning, scheduling and control mechanisms;
- Various professional accounting standards, such as Generally Accepted Auditing Standards and Generally Accepted Accounting Principles (GAAS, GAAP); Financial Accounting Standards Board (FASB), General Accounting office (GAO), and other regulatory agencies;
- Accounting procedures for various types of funds and account group; methods and procedures of governmental budget preparation and control; financial statement preparation;
- Methods and techniques utilized in fine and fee debt collection efforts and understanding of accounting methods pertinent to accounts receivable;
- Methods and techniques utilized in competitive procurement activities, including contract development and maintenance.

EDUCATION AND EXPERIENCE

The knowledge list above may be acquired through various types of experience, education or training. Typical ways to acquire the required knowledge and abilities are listed below:

Education: Bachelor's degree from an accredited college or university in accounting, finance, business, public administration or other related field;

AND

Experience: Four (4) years of progressively responsible professional accounting/.auditing experience.

THE IDEAL CANDIDATE

The ideal candidate will be:

A Proven Leader: able to quickly establish effective relationships with staff and be an exceptional role model

A Strategic Thinker: able to anticipate, monitor and plan for innovative changes in Court financial operations and systems and needs;

A Skilled Manager: able to plan realistic deadlines, establish regular staff communications, effectively manage resources, able to evaluate and establish efficient processes.

A Communicator: able to demonstrate ability to enhance communication channels and processes that result in increasing productivity.

Customer Service Focused: able to understand court financial requirements and inspire and lead a team in providing outstanding service to internal and external stakeholders.

REQUIRED CONDITIONS OF EMPLOYMENT

As a condition of employment, the incumbent will be required to:

- Successfully pass a background investigation;
- Possess a valid California class C driver license, or the employee must be able to provide suitable transportation approved by the hiring authority;
- Have a reputation for honesty and trustworthiness. Convictions, depending upon the type, number and date, may be disqualifying.

Work History: False statements or omission of facts regarding background or employment history may result in disqualification or dismissal.

SUPPLEMENTAL QUESTIONS

1. Please describe your experience in governmental accounting.
2. Provide a description of how a governmental entity converts from the cash-basis method of accounting to the accrual-basis of accounting at year-end.
3. Please describe your experience performing research into legal requirements and developing policies and procedures based on the results of the research. Briefly describe the process you followed and the final results.
4. Please describe your experience working on projects and teams. Briefly describe the most recent project effort and your role.

REQUIRED MATERIALS

**A completed Court Application Form; and
Responses to the Supplemental Questions.**

For more information or to receive application materials, see our web site at: www.monterey.courts.ca.gov OR call (831) 775-3007. Please submit completed application materials to:

**Superior Court of California, County of Monterey, Attn: Human Resources Office
240 Church St., Room 318 Salinas, CA 93901**

SELECTION PROCESS

- Applicants must complete and file the required application materials;
- Responses to Supplemental Questions will be evaluated and scored.
- Applicants who best meet the qualifications of the position will be invited an oral examination
- Applicants successful in the oral examination may be invited to a final selection interview.
- The process is tentative; should a change be made, applicants will be notified.

SUMMARY OF BENEFITS

Retirement: Public Employees' Retirement System (P.E.R.S.) 2% @ 55 (100% paid by the Court)

Holidays: 13 days per year

Vacation: Accrues at the rate of 23 days per year. The accrual rate increases after 2, 6, 10, 15, 18, 20 and 25 years of service.

Medical, Dental & Vision Care: Flexible Spending Account: available benefits – medical/dental/vision, prescription drugs and dependent coverage.

Professional Leave: 7 days per year

Life Insurance: \$50,000 life insurance policy.

Deferred Compensation: A deferred compensation program is available administered by Great-West Life.

SPECIAL NOTES

- If you believe you possess any disability that would require test accommodation, please call (831) 775-3007.
- The Immigration and Reform Act of 1986 requires that persons hired must present documents verifying identity and authorization for employment in the United States.

The above information is a general summary of benefits for this position. This information is not legally binding, nor does it serve as a contract. The benefits listed in the Court Personnel Policies and Practices or MOU prevail over this listing.

The Superior Court of California, County of Monterey is an Equal Opportunity Employer